HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION

Number: 10-37   **26 October 2010**

Army and Air Fulltime Unit Support Position Hierarchy

1. Position hierarchy is the backbone of the federal technician Performance Appraisal Application (PAA) within the Defense Civilian Personnel Data System (DCPDS). The PAA is being used by the National Guard to input and track appraisals for technicians utilizing the My Biz/My Workplace Self Service Module.

2. Technician, Active Guard and Reserve (AGR), State Active Duty (SAD) and State Civil Service (SCS) personnel assigned to top organizational level or supervisory positions over technicians require access to the PAA program through My Workplace.

3. AGR, SAD and SCS personnel are linked in hierarchy and must have access to My Workplace **only when supervising** technicians.

4. In order for PAA to function correctly, it is imperative that rating hierarchy of each technician and AGR is correctly linked in DCPDS from the lowest level up to The Adjutant General (TAG). All technician employees must be linked to TAG through the appropriate fulltime supervisors.

5. Remote Designees or Personnelists must annotate changes which alter/add/remove hierarchy for any position on all Requests for Personnel Actions (SF52) to ensure the accuracy of the PAA program. Likewise, all new appointments must have the supervisory position and the higher level reviewer's position information annotated on the Nomination for Technician Employment (CNG Form 690-2). The Request for Technician Hierarchy Change (CNG Form 690-36) and updated organization charts are required when units reorganize.

6. Traditional or M-day supervisors will not be linked or have access to My Workplace for fulltime personnel unless assigned to that unit as the full-time supervisor.

    a. Example: An M-day Commander works full-time for a different organization will not be linked as the supervisor or higher level reviewer for technicians in their M-day unit.

    b. Example: A traditional Shop Chief works full-time for a different organization will not be linked as the supervisor or higher level reviewer for their traditional unit.

7. DCPDS does not allow subordinate positions of one supervisor to have different higher level reviewers. The higher level reviewer for all subordinate positions will be the full-time supervisor.
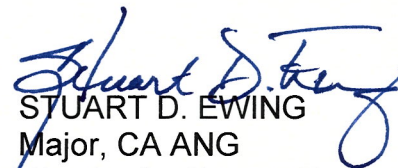
8. Supervisors who **do not hold** technician or AGR status (e.g. SAD, SCS) will need an External Supervisory position and must contact classification or the HRO for assistance. The following information for External Supervisors is required:

    a. Full name and military rank
    b. Social Security Number
    c. Sex
    d. Date of birth
    e. Place of birth
    f. Marital status

9. Notify HRO immediately when an External Supervisor is no longer supervising technicians. The effective date the External Supervisor departed and the details for the new supervisor are also required by HRO.

10. When a supervisor is no longer assigned to their position (i.e. temporary promotion, reassigned, Absent Uniformed Service) the hierarchy of the position **is not** delegated to other peer supervisors, nor does it follow the member. The next higher level supervisor assumes responsibility of the 5-Tier PAA System to ensure continuity of this program if the position is not going to be backfilled.

11. Questions may be directed to SrA Stacey Stigelmayer at CAGNET 6-3276, DSN 466-3276, commercial (916) 854-3276, or email at stacey.stigelmayer@us.army.mil.

STUART D. EWING
Major, CA ANG
Director for Human Resources

DISTRIBUTION:
Air: TA
Army: TA